

## **EDITED KSA LISTING**

### **CLASS: Parole Administrator I, Adult Parole**

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
<b>K1</b>	Moderate knowledge of the principles, techniques, and trends in parole and correctional casework to effectively discharge the mission of the Division of Adult Parole Operations.
<b>K2</b>	Extensive knowledge of the methods used and issues involved in the supervision and rehabilitation of parolees/releasees/inmates to effectively discharge the mission of the Division of Adult Parole Operations.
<b>K3</b>	Detailed knowledge of the laws pertaining to parole to effectively discharge the mission of the Division of Adult Parole Operations.
<b>K4</b>	General knowledge of the functions of the California Department of Corrections and Rehabilitation in order to effectively discharge the mission of the Division of Adult Parole Operations.
<b>K5</b>	Basic knowledge of the principles and methods of conducting investigations as it relates to staff and parolees/releasees/inmates.
<b>K6</b>	General knowledge of the organizations, facilities, and services of public and private welfare and employment agencies available to parolees/releasees to assist their successful integration into the community.
<b>K7</b>	General knowledge of the functions and procedures of Federal, State, county, and municipal law enforcement agencies in order to effectively discharge the mission of the Division of Adult Parole Operations.
<b>K8</b>	Basic knowledge of Board of Parole Hearings procedures required in dealing with violations and conditions of parole.
<b>K9</b>	General knowledge of the functions and procedures of Interstate parole in order to effectively discharge the mission of the Division of Adult Parole Operations.
<b>K10</b>	Comprehensive knowledge of the principles and techniques of personnel management and supervision in order to effectively direct and manage district operation.
<b>K11</b>	General knowledge of the principles of organization, public administration, and budgeting to effectively request operational resources, forecast expenditures needs of the district and remain within budgetary authority.
<b>K12</b>	Comprehensive knowledge of a manager's responsibility for promoting equal employment opportunity in hiring, employee development, and promotion and for maintaining a work environment free of discrimination and harassment.

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#	Knowledge, Skill, Ability
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	<b>Skill to:</b>
<b>S1</b>	Plan, organize, and direct the work of others to ensure quality services.
<b>S2</b>	Effectively apply interpersonal and communication techniques to secure and maintain the cooperation of others.
<b>S3</b>	Analyze situations and data accurately to develop and adopt an effective course of action.
<b>S4</b>	Effectively communicate in writing to provide clear and concise information/ideas to different audiences.
<b>S5</b>	Effectively contribute to the Department's Equal Employment Opportunity (EEO) objectives to create and maintain a fair and equitable work environment.